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PART I-A

CENTRAL SECTION

**Orders and Notifications (Other than those published in Part IV-B)
under the Gujarat Local Boards, Village Panchayats, Municipal
Boroughs, District Municipal, Primary Education and Local Fund Audit Acts.**

PANCHAYATS, RURAL HOUSING AND RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 26th February, 2021.

GUJARAT PANCHAYATS ACT, 1993.

No. KP/03/2021/PER/102020/1511/KH :- In exercise of the powers conferred by sub - section (5) of section 227 read with section 274 of the Gujarat Panchyats Act, 1993 (Guj. 18 of 1993), the Government of Gujarat hereby makes the following rules to provide for regulating the conditions of service of persons directly recruited to the post of Extension Officer (Co-operation) Grade II, Class III, in the superior Panchayat Service, in so far as they relate to their Pre-service training and passing of Post-training examination, namely:-

1. Short title, extent and commencement:-

1. These rules may be called the Extension Officer (Co-operation) Grade II, Class III in the superior Panchayat Service (Pre-service Training and Post-Training Examination) Rules, 2021.
2. They shall apply to the persons directly recruited as Extension Officer (Co-operation) Grade II, Class III in the superior Panchayat Service.
3. They shall come into force from the date of their publication in the Official Gazette.

2. Definitions: - In these rules, unless the context otherwise requires,-

- (a) "Appendix" means the Appendix appended to these rules;

- (b) "Contractual Post" means post of the Extension Officer (Co-operation) Grade II, Class III in the superior Panchayat Service on which direct recruits are appointed on the contractual basis;
- (c) "Development Commissioner Office" means the office of the Development Commissioner, Gujarat State;
- (d) "Direct recruit" means a person appointed on the contractual basis on the post of Extension Officer (Co-operation) Grade II, Class III in the superior Panchayat Service in accordance with the relevant recruitment Rules;
- (e) "Institute" means the Panchayati Raj Training Centers as specified in Appendix I;
- (f) "Post-Training Examination" means the Examination conducted by the Development Commissioner Office.
- (g) "specified chances" means the number of chances specified in these rules within which a person is required to pass the post- training examination; and
- (h) "specified period" means the period specified in these rules within which a person is required to pass the post- training examination.

3. **Institutional training and scheme of examinations:-**

The direct recruits shall be required to undergo institutional training in the institute and pass the post- training examination, in accordance with the following provisions, namely;

- (1) The institutional training shall be for a period of two months. This training shall be imparted by the institute as shown in Appendix I.
- (2) The direct recruits shall be under the control of Principal of the respective institute as specified in Appendix-I during the period of their institutional training.
- (3) The Post-training Examination shall be conducted by the Development Commissioner office after the institutional training period is over. The direct recruits who have completed the institutional training program shall be required to pass the Post-training Examination. After completion of the institutional training, the direct recruits shall be required to work in their respective offices, until their Post-training Examination.
- (4) The Post training examination shall consist of five papers. Each paper shall be of 100 (one hundred) marks. The syllabus of each paper shall be as specified in Appendix II.
- (5) The post- training examination shall consist of Multiple Choice Questions. (MCQs)
- (6) The candidate shall be allowed to answer the entire subjects of papers 1 to 5 with the help of books.

Explanation: - "With books" means original book of the subject approved by the Government or the Institute from time to time which includes bare Acts and/ or Rules without any commentaries or case laws and includes manuals issued under the Act published by the Government of Gujarat.

4. **Chances for passing Post - training examination.-**

- (1) The direct recruit shall be required to pass the Post-training examination within maximum three chances during their contractual period:

Provided that the persons belonging to the Scheduled Castes or Scheduled Tribes who unable to pass the Post-training examination within three chances, shall be allowed one additional chance which shall have to be availed of within a period of one year from the date of declaration of the result of the Post-training examination of his third chance.

- (2) If a direct recruit fails to pass the Post-training examination in the specified period and specified chances as required under these rules, his service shall be terminated:

Provided that, if the State Government is satisfied that a person could not pass the Post-training examination within the specified period and specified chances for the reasons beyond his control, it may, after recording reasons in writing allow him not more than two additional chances to pass such Post-training examination on payment of an examination fees as may be determined by the Government from time to time:

Provided further that, if a person passes the Post-training examination after availing the additional chances, he shall not be entitled to claim seniority over those persons who have passed such examination earlier than him within the specified chances and specified period.

- (3) In the circumstances mentioned in sub-rule (1) and sub-rule (2) above, if the examinations are not conducted in time or result thereof could not be declared before the contractual period of the direct recruits is over, his contractual period shall be deemed to have been extended till the declaration of the result of the Post-training examination of his the last additional chance.
- (4) Not appearing in the post- training Examination shall be considered as a chance.

5. Eligibility to appear in Post-training examinations :-

- (1) In order to qualify for appearing at the post- training examination, a direct recruit shall be required to attend a minimum of 85% of the total number of lectures in the institutional training, failing which he shall be disqualified for appearing in the said examination and shall be liable to be terminated from his contractual appointment.
- (2) During the period of institutional training, a direct recruit shall not be allowed any type of leave of absence for more than three days. If the direct recruit remains absent for more than three days and the Principal of the Institute is satisfied that his absence is due to any unavoidable circumstances beyond his control; he may allow the direct recruit subject to the deduction of the pay for the days of his absence, for appearing in the post -training Examination.

6. Books for Institutional Training and post-training examination:-

The Institute shall provide Books for institutional training and post- training examination to the direct recruits without obtaining any security deposit during their institutional training in the Institute. The direct recruits shall be required to return the books as soon as the Post-training examination is over. In case of their loss or damage, the price of the books shall be recovered from the direct recruits by the Institute.

7. Prohibition to use certain device in the examination hall.-

No direct recruit shall be allowed to carry with him any type of electronic communication devices like cellular phone, laptop, I - pad, calculator, etc. in the examination hall.

8. Passing the post- training examination,-

- (1) The standard for passing the Post-training examination shall be of fifty percent of the total marks assigned to each paper.
- (2) An unsuccessful candidate who secures sixty percent or more marks in one or more papers shall be exempted from appearing in that or those papers at the subsequent examinations.

- (3) The direct recruit shall not be entitled to any travelling allowance for the journey performed by him to attend institutional training and/or to appear in the Post-training Examination.

9. Publication of Results:-

The Development Commissioner office, shall declare the result of Post-training Examination and shall submit the same to the State Government. The State Government shall publish the same in the *Official Gazette*.

10. Security and Surety Bond:-

Every direct recruit shall be required to execute a bond in the form as specified in Appendix III .

11. Miscellaneous Provisions :-

The Development Commissioner office shall be entitled to change or alter the training schedule of the Post-training Examination as per the prevailing circumstances.

APPENDIX - I

(See rule 3(2))

Sr. No.	Details of Panchayati Raj Training Centers
1	Panchayati Raj Training Center, Sadara, Dist. Gandhinagar.
2	Panchayati Raj Training Center, Sanosara, Dist. Bhavnagar.
3	Panchayati Raj Training Center, Samoda - Ganvada, Tal. Siddhpur, Dist.Patan.
4	Panchayati Raj Training Center, Bardoli, Dist Surat.
5	State Rural Development and Panchayati Raj Bhavan, Shashikunj, Dist.Junagadh.
6	Regional Training Center, Shashikunj, Dist. Junagadh.
7	B. V. Maheta Panchayati Raj Training Center, Shashikunj, Dist. Junagadh.
8	Panchayati Raj Regional Training Center, Bhadra Office, Pani Gate, Dist. Vadodara.
9	Panchayati Raj Training Center, Indira Bhavan, Sector-17, Dist. Gandhinagar.

APPENDIX - II

(See rule 3(4))

Syllabus for the Institutional Training and Post - Training Examination for the direct recruits, Extension Officer (Co-operation), Grade II, Class III in the superior Panchayat Service.

Paper-1 Total-100 marks, duration 3 hours, with Books, MCQs.

The Gujarat Panchayats Act, 1993 and Other Acts.

- (1) The Gujarat Panchayats Act, 1993.
- (2) The Prevention of Corruption Act, 1988.
- (3) The Right of Persons with Disabilities Act, 2016.
- (4) The Provisions of the panchayats (Extension to the Scheduled areas) Act 1996. (PESA ACT)
- (5) Gujarat State Disaster Management Act, 2003.
- (6) Mr. Anderson's manual of Revenue Account.
- (7) The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act – 2013.
- (8) The prohibition of Employment as Manual Scavengers and their Rehabilitation Rules – 2013.

- (9) The Gujarat Essential Services Maintenance Act 1972.
- (10) The Gujarat Co-operative Societies Act, 1961.
- (11) Agriculture related Schemes, Rules and Acts.

Paper -2 Total-100 marks, duration 3 hours, with Books, MCQs.

Financial Matters

- (1) The Gujarat Budget Manual, Part 1 and 2.
- (2) The Gujarat Financial Rules, 1971.
- (3) The Gujarat Civil Services Rules, 2002.
- (4) The Gujarat Treasury Rules, 2000.
- (5) Delegation of financial powers.
- (6) Purchase policy of Government of Gujarat.

Paper-3 Total-100 marks, duration 3 hours, with Books, MCQs.

Office Procedure, Acts and Manuals

- (1) Manual of Office procedure for Non-Secretariat Offices.
- (2) Secretariat and field relationship.
- (3) Administrative reform-need and measures.
- (4) The Right to Information Act, 2005.
- (5) Departmental exam rules/Recruitment rules.
- (6) Lokasabha/ Rajyasabha / Vidhanasabha question - their types and procedure.
- (7) Channel of submission and delegation of Power.

Paper-4 Total-100 marks, duration 3 hours, with Books, MCOs.

Constitution of India

- (1) Article-309.
- (2) Fundamental Rights.
- (3) Provision of Panchayat and Municipality - with focus on 73rd and 74th amendments.
- (4) Supreme Court and High Courts.
- (5) Panchayat Election manual.
- (6) Central and State Government important policies.
- (7) Finance Commission (Central and State).

Paper- 5.Total -100 Marks, Duration 3 hours, With Books MCQs

Gujarat Panchayat Service Related Rules

- (1) The Gujarat Panchayat Service(Conduct) Rule, 1998
- (2) The Gujarat Panchayat Service (Discipline and Appeal) Rules, 1997.
- (3) The Gujarat Panchayat Service (Classification and Recruitment) Rules, 1998.
- (4) The Gujarat Taluka and District Panchayats (Procedure) Rules, 1997.
- (5) The Gujarat Gram and Nagar Panchayats (Procedure) Rules, 1997.
- (6) The Gujarat Panchayat Service Selection Board (Functions) Rules, 1998.

- (7) The Gujarat Panchayat Service Selection Board (Consultations) Rules, 1998.
- (8) The Gujarat District Panchayat Service Selection Committee (Functions) Rules, 1998.
- (9) The Gujarat District Panchayat Service, Service Selection Committee (Consultation) Rules, 1998.
- (10) The Gujarat Panchayat Service (Appointing Authorities) Rules, 1996.
- (11) The Gujarat Panchayat Service (Transfer of Servants) Rules, 1995.
- (12) The Gujarat Village Panchayat Election (Manner of Allotment of Reserved Seats by Rotation) Rules, 1994.
- (13) The Gujarat Panchayat Election of President of Taluka Panchayat (Manner of Allotment of Reserved Seats of President by Rotation) Rules, 1994
- (14) The Gujarat Taluka and Panchayat President and Vice- President Election Rules, 1994.
- (15) The Gujarat Panchayat Election Rules, 1994.
- (16) The Gujarat Village Panchayats (Up-Sarpanch) Election Rules, 1994.
- (17) Gujarat Panchayats Financial Accounts and Budget Rules, 2014.
- (18) The Gujarat Land Revenue Code, 1879 and Gujarat Land Revenue Rules-1972
- (19) The Gujarat Gram Panchayats (Gram Sabha Meeting and Functions) Rules, 1964
- (20) The Gujarat Village Panchayats Election of Sarpanch (Manner of Allotment of Reserved Seats of Sarpanch by Rotation) Rules, 1994.

APPENDIX – III

(See rule 10)

SECURITY BOND

Know all men by these presents that I a candidate selected for appointment to the post of Extension Officer (Co-operation) Grade II, Class III in the superior Panchayat Service on Contractual basis in accordance with the provisions of the Extension Officer (Co-operation) Grade II Class III in the superior Panchayat Service Recruitment Rules, 2016. Contained in the Government NotificationDepartment, No. dated the (hereinafter referred to as "the rules ") and held and firmly bound up; to the Government of Gujarat exercising the executive power of the Governor of the State of Gujarat (hereinafter referred to as "the Government" which expression shall, unless the context otherwise requires, include his successors in office and assigns) in the amount equal to pay and allowances paid to me by the Government during my training plus amount prescribed by the Government from time to time towards the cost of training imparted to me by the institute being an expenditure incurred by the Government to my training and which is be paid to the Government for which payment well and truly to be made I bind myself, my heirs, executors, administrators and legal representatives by these presents Whereas I am required under the rules to execute a bond for refund to the Government of the amount equal to pay are usual allowance drawn by me during the training. In the event of my (a) failure to complete the institutional training or (b) failure to appear in the Post - training Examination or (c) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of the Government, or (d) quitting service before the completion of the period of 3 years from the date of my regular appointment on satisfactory completion of the and contractual period. Now, the condition of the above written bond is that, if, I duly and faithfully observe and perform the suppurations and conditions on my part to be observed and performed as contained in the said rules (Which rules shall be deemed to form part of these presents), then the above written bond shall be void, otherwise the same shall remain in full force and effect:

Provided that without prejudice to other right or remedies, it shall be open to the Government to recover the amount payable under this bond as arrears of land revenue.

In witness whereof I have here to set my hand this day of
.....20

Signature of Candidate.

Signed and delivered by the above named in the presence of,

- (1) Signature and full address.
- (2) Signature and full address

SURETY BOND

We, (1) and (2)
residing at In Taluka District Declare
ourselves sureties for the above named..... (hereinafter referred "the
candidate) and guarantee that the candidate shall do and perform all that he has undertaken to do
and perform and in case of his (1) failure to complete the institutional training, or (2) failure, to
appear in the Post- training Examination, or (3) failure to comply with any of the provisions of the
contractual rules, if any, to the satisfaction of the Government, or (4) Quitting service before the
completion of the period of 3 years from the date of his regular appointment on satisfactory
completion of the contractual period. we hereby bind ourselves jointly and severally to forfeit to the
Government of Gujarat exercising the executive power of the Governor of State of Gujarat
(hereinafter referred to as "the Government") the amount equal to the pay and allowances paid to
him by the Government during his training plus amount prescribed by the Government from time to
time towards the cost of training imparted to him by the institute. Being an expenditure incurred by
the Government on his training in which the candidate has bound himself and we agree that the
Government may, without prejudice to other rights or remedies available to the Government recover
the said amount from us as arrears of land revenue; and we also agree that any variation of the terms
and conditions specified in the said rules will not discharge us from our liabilities to pay the said
amount and for the purpose of enforcement of our liability under this agreement, our liability will
be joint and several with that of the candidate.

Dated thisday of 20..... Signed and delivered by the said.

Date	Signature of Surety
Place	Full address and occupation
Date	Signature of Surety
Place	Full address and occupation

In the presence of

Signature

Full address and
occupation of witness:

Signature

Full address and
occupation of witness:

By order and in the name of the Governor of Gujarat,

JAYDEEP DVIVEDI,
Joint Secretary to Government.
